



NUMBER 5305.6

DATE April 27, 1977

Department of Defense Instruction^{ASD(C)}

SUBJECT

Department of Defense Office Furniture Standards for the
National Capital Region

- Refs.: (a) DoD Instruction 5305.6, subject as above, June 20, 1969
(hereby cancel led)
(b) DoD Instruction 5305.3, "Department of Defense Space
Occupancy Guide for the National Capital Region, "
May 23, 1966
(c) Federal property Management Regulations (FPMR) , GSA
(d) Furniture Catalog, GSA Federal Supply Service, National
Furniture Center, October 1976

A. REISSUANCE AND PURPOSE

This Instruction reissues reference (a) to update standards for the furnishing of private and open office space categories 1 listed in reference (b) .

Reference (a) is hereby superseded and cancel led.

B. APPLICABILITY AND SCOPE

1. The provisions of this Instruction apply to all Defense activities in the National Capital Region that are located in Government owned or leased administrative space, either under the control of the General Services Administration or the Department of Defense.

2. Its provisions do not apply to the selection of office machines or specialized office furniture.

3. The National Capital Region includes the District of Columbia; Montgomery and Prince Georges Counties in Maryland; Arlington, Fairfax, Loudoun, and Prince William counties in Virginia, and the cities of Alexandria, Fairfax, and Falls Church in Virginia.

c. OBJECTIVES

1. Improvement of the efficiency and effectiveness of all DoD personnel through selection of office furniture that is best suited to operations.

2. Effective space utilization through use of reduced scale and unitized furniture items.

3. Economies and facilitated procurement by minimizing the kinds, types, and sizes of office furniture.

4. Functional and physical interchangeability of office furnishings”.

5. The selection of office furnishings appropriate for each level of the staff.

D. POLICIES

1. It is the policy of the Department of Defense to provide organizational elements conducting essential operations in the National Capital Region with necessary space accommodations in accordance with the standards prescribed herein.

2. The overall appearance of office space shall offer functional and attractive working conditions at economical cost, with the goal of achieving improved production from all personnel.

3. Procurement of DoD standard office furnishings in the National Capital Region will be governed by the provisions of GSA FPMRs (reference (c)) and by maximum utilization of GSA stock items listed in the GSA Furniture Catalog (reference (d)) or succeeding issues.

4. New lines or units adopted as DoD standard office furnishings for the National Capital Region (NCR) will be phased in as stocks of existing items are depleted. DoD activities in the NCR, serviced by Defense Supply Service-Washington (DSS-W) will utilize available stock fund furnishings to meet their requirements. Replacement of existing furnishings will be scheduled with due regard for the remaining economic life of the furniture and continued use through reconditioning. Usable office furniture should be concentrated, thereby extending its life and maintaining a suitable decor without intermixing old with new.

E. STANDARDS

1. Furnishings for space categories established by DoD Instruction 5305.3 (reference (b)) are shown in enclosures 1 and 2, with the exception of category P-1 and those offices located in its immediate suite for which no standards are prescribed.

2. The contemporary or office landscaping concept of office design emphasizes open planning by substituting free-standing screens for fixed partitions, together with a less formalized alignment of furniture and increased attention to coordinated color schemes. In applying this concept, use the standard “furnishings listed in enclosures 1 and 2, and supplement with complementary furnishings from the GSA Furniture Catalog (reference (d)).

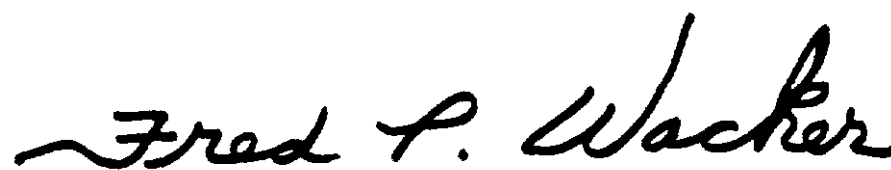
3. Confine the selection of colors to those offered as standard in the GSA Federal Supply Catalogs and Schedules. However, to facilitate procurement, storage, issue and interchangeability, the desk chair

for each private and open work station will be upholstered in black, where available. Color treatment of office areas will be achieved through the selection of upholstery for other chairs, wall paint or wall covering, free standing partitions, and carpet and drapery (if authorized) . For DoD elements in the NCR serviced by Defense Supply Service-Washington (DSS-W), stocked colors and carpet are listed in the current DSS-W Stock Fund Catalog.

4. Specialized furniture and equipment requirements for specific positions may require deviations or additions to the standard complements prescribed. Such departures will be held to a minimum, using furnishings which are in harmony with the standards.

F. EFFECTIVE DATE AND IMPLEMENTATION

This instruction is effective immediately. Forward two copies of implementing documents to the Assistant Secretary of Defense (Comptroller) within 60 days.

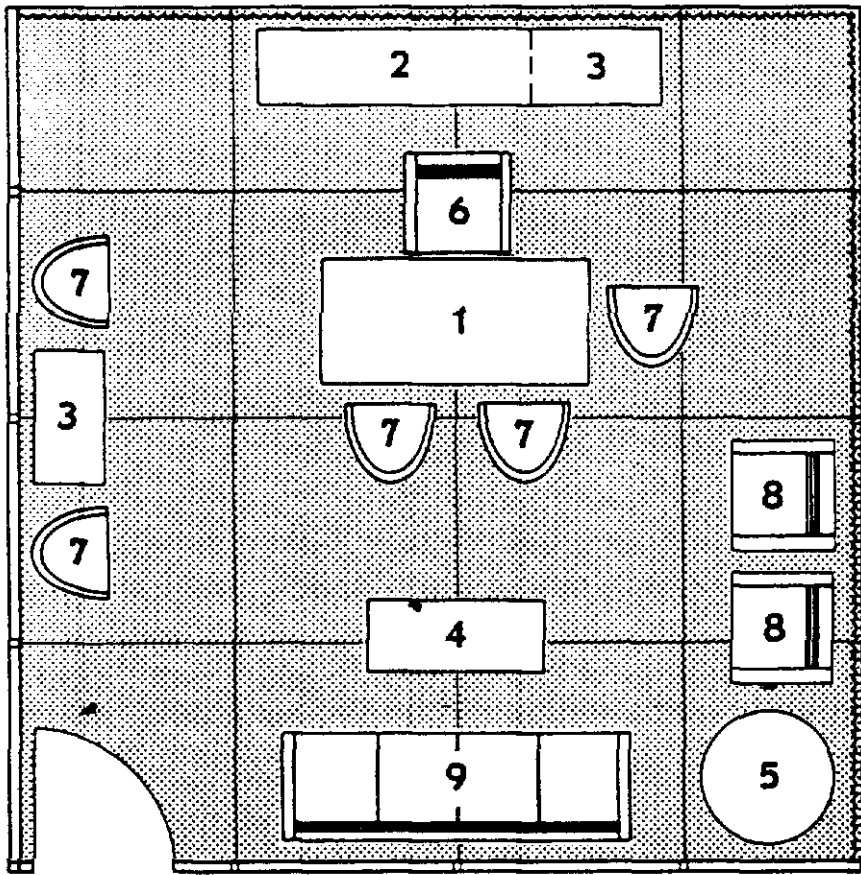


Assistant Secretary of Defense
(Comptroller)

Enclosures - 2

1. Standard Furnishings, Private
Office Space Categories
2. Standard Furnishings, Open
Office Space Categories

STANDARD FURNISHINGS



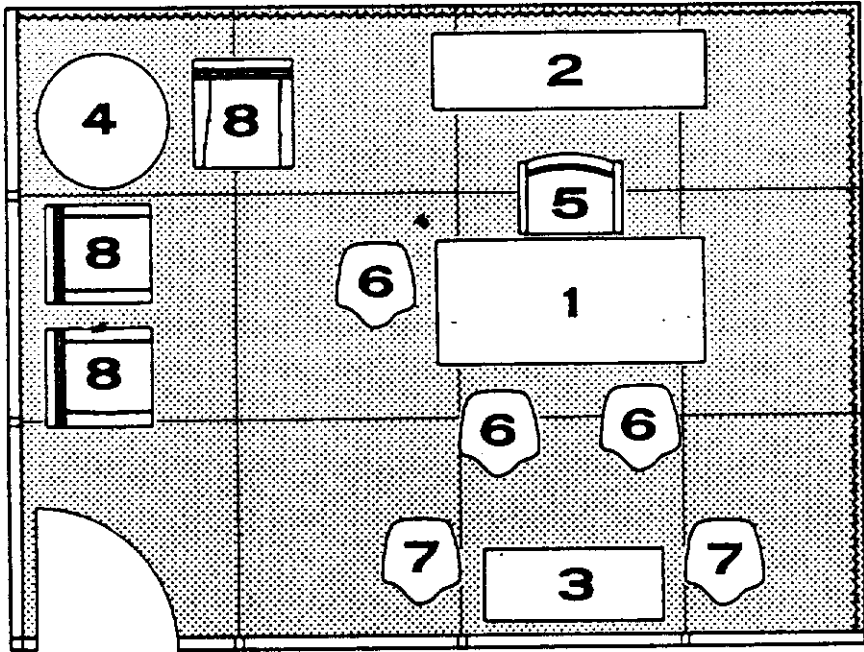
DESCRIPTION	F.S. N .
1 Desk-Double Pedestal - 74x 38	7110-00-847-0226
2 Credenza -66 x 18	7110-00-762-5513
3 Storage Unit -42 x 18	7110-00-734-5126
4 Coffee Table -48 x 20	7110-00-913-3214
5 Occasional Table -36 Dia	7110-00-913-7184
6 Rotary Desk Chair	7110-01-018-6757
7 Guest Arm Chairs	7110-00-149-1649 or 1650 *
8 Executive Arm Chair	7110-00-149-1215
9 Executive Sofa	71 10-DO-569-1 914
10 Carpet	Schedule (DSS-W Stock)
11 Drapery - Casement Complete - Fl to Clg O.M.	

• Stocked by DSS-W. Other colors available on order

Space Category	ASSIGNMENT	Allowance # (Net Sq. Ft.)
P-2	The Special Assistant to the Secretary and Deputy Secretaries of Defense Assistant to the Secretary of Defense (Atomic Energy) Deputy Directors, Defense Research and Engineering, and Deputy General Counsel General Counsels of Military Departments, and Assistants to the Secretaries of Military Departments Deputy Assistant Secretaries of Defense Deputy Under Secretaries of Military Departments Deputy Assistant Secretaries of Military Departments Joint Staff Directors Deputy and Assistant Chiefs of Military Services Heads of Directorates, Agencies, Commands, Bureaus, and Offices reporting directly to positions in P-1 Executive Assistants in Grade GS-18 or equivalent	400

400 Sq. Ft. Private Office

STANDARD FURNISHINGS



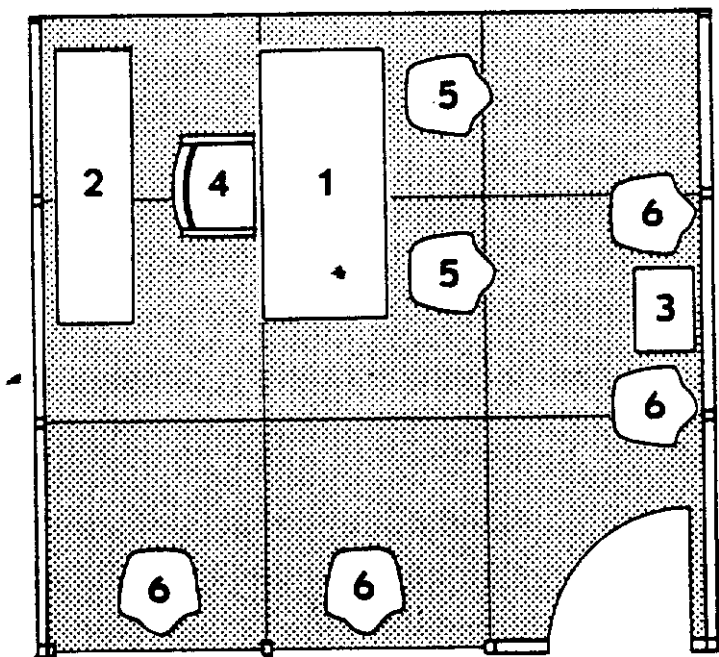
DESCRIPTION	F.S. N.
1 Desk-Double Pedestal -74x 38	7110-00-847-0226
2 Credenza -66x 18	7110-00-762-5513
3 Storage Unit -42 x 18	7110-00-734-5126
4 Occasional Table -36 Dia x 17	7110-00-913-7184
5 Rotary Desk Chair	7110-01-018-6757
6 Guest Chairs	7110-00-149-1649 or 1650 •
7 Guest Chairs	7110-00-149-2072 or 2073 •
8 Executive Arm Chair	7110-00-149-1215
9 Carpet	Schedule (DSS-W Stock)
10 Drapery - Casement Complete - Fl to Clg O.M.	

• Stocked by DSS-W. Other colors available on order.

Space Category	ASSIGNMENT	Allowance # (Net Sq. Ft.)
P-3	Executive Assistants in Grades GS-17/16 Division Heads in Grade GS-16 or Brig. Gen. and above, comparable positions Deputies to positions in P-2 category	300

300 Sq. Ft. Private Office

STANDARD FURNISHINGS



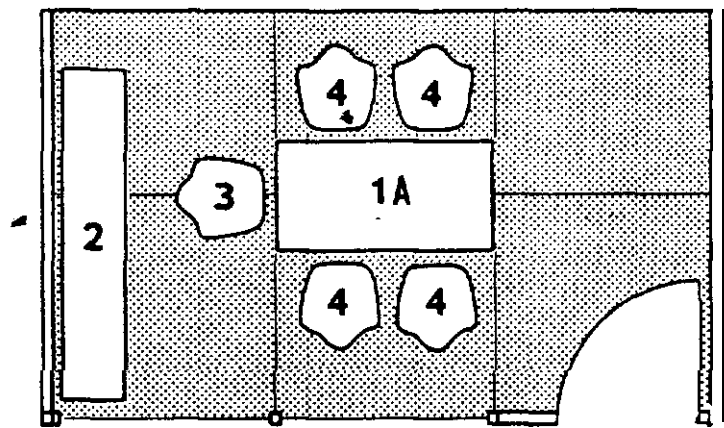
DESCRIPTION N	F.S. N.	Black	Parch
1 Desk-Double Pedestal - Style D 72"	7110-00-149-1627	or 1631	
2 Credenza - Style B 60"	7110-00-128-0077	or 0094	
3 Credenza - Style C 30"	7110-00-128-0096	or 0546	
4 Desk Chair - Type II - Rotary	7110-01-017-3634		
5 Guest Chairs - Style A	7110-00-149-1649	or 1650	•
6 Guest Chairs - Style B	7110-00-149-2072	or 2073	•
7 Carpet	Schedule (DSS-W Stack)		

• Stocked by DSS-W. Other colors available on order.

Space Category	ASSIGNMENT	Allowance # (Net Sq. Ft.)
P-4	Division Heads in Grades GS-15/14 or Colonel who require private offices, comparable positions Branch Heads in Grades GS-15/14 or Colonel who report to Division Heads in P-3 category and require private offices, comparable positions Deputies to positions in P-3 category, who require private offices Professional or administrative personnel in Grade GS-16 or Brig. Gen. and above who require private offices	200 - 225

200 Sq. Ft. Private Office

STANDARD FURNISHINGS



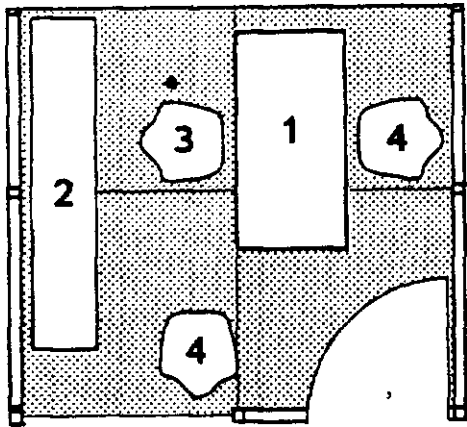
DESCRIPTION	F. S. N.
1 Desk - Double Pedestal - Style C 60" or,	7110-00-149-1626 or 1630
1A Table Desk - Type III, 72"	7110-00-597-8023 or 8027
2 Credenza - Style D 60"	7110-00-128-0065 or 0067
3 Desk Chair - Type II, Style A	7110-01-017-3634
4 Guest Chairs - Type [1], Style 8	7110-00-149-2072 or 2073*

• Stocked by DSS-W. Other colors available on order.

Space Category	ASSIGNMENT	Allowance # (Net Sq. Ft.)
P-5	Division Heads in Grade GS-13 or Lt. Col. who require private offices, comparable positions Branch Heads in Grades GS-15/14/13 or Colonel and Lt. Col. who report to Division Heads in P-4 category and require private offices, comparable positions Professional or administrative personnel in Grades GS-15/14 or Colonel who require private offices	150

150 Sq. Ft. Private Office

STANDARD FURNISHINGS



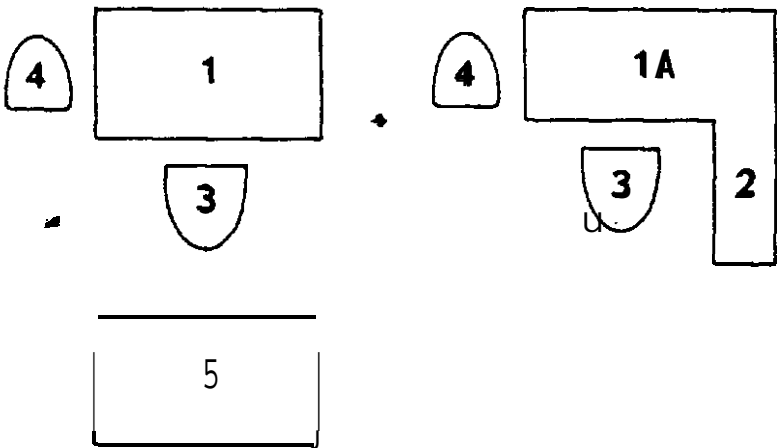
DESCRIPTION	F.S. N. : Block Parch.
1 Desk-Double Pedestal - Style C, 60" or, 1A Table Desk - Type III, 72"	7110-00-149-1626 or 1630 71 10-00-597-S023 or 8027
2 Credenza - Style D, 60"	71 10-00-12B-0065 or 0067
3 Desk Chair - Type II, Style A	7110-01-017-3434
4 Guest Chairs - Type III, Style B	7110-00-149-2072 or 2073 •

• Stocked by DSS-W. Other colors available on order.

<u>Space</u> <u>Category</u>	<u>ASSIGNMENT</u>	<u>Allowance #</u> <u>(Net Sq. Ft.)</u>
P-6	Branch Heads in Grade GS-12, Major and below who require 100 private offices, comparable positions Professional or administrative personnel in Grade GS-13, Lt. Col. and below who require private offices	

100 Sq. Ft. Private Office

STANDARD FURNISHINGS



TYPI CAL O-1 LAYOUTS

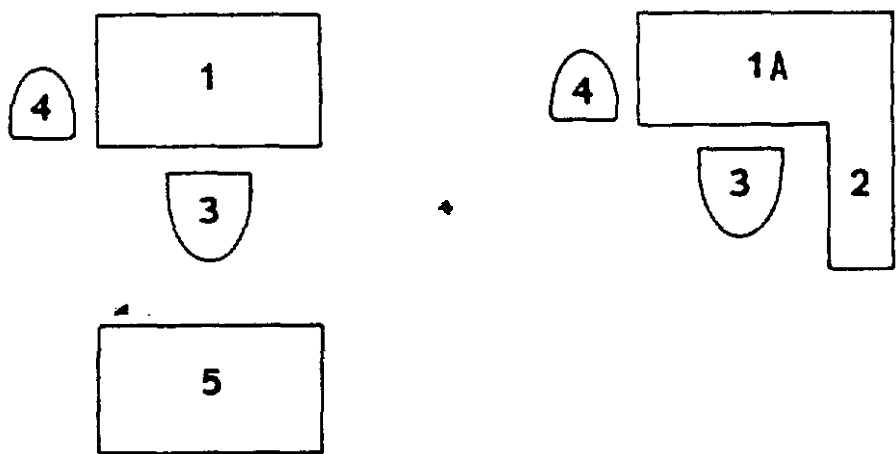
ITEM NO.	DESCRIPTION	F. S. N.	
		METAL FURNITURE	WOOD FURNITURE • *
		<u>Black</u> <u>Parch</u>	
1	Desk, Double Pedestal, 60"	7110-00-149-1626 or 1630	7110-00-958-0779
1A	Desk, L-Unit, 60" Right Pedestal	7110-01-015-1362 or 1361	7110-00-721-9941
	Desk, L-Unit, 60" Left Pedestal	7110-01-016-5642	71 10-DO-721 -9940
	Desk, L-Unit, 60" Left Pedestal	7110-OI-O21 3609	
2	L-Unit, CI 1, Style A (Clerical) R Att	7110-OI-O16-7146 or 7147	71 10-CO-902-8375
	L-Unit, CI 1, Style B (Clerical) L Att	7110-01-016-7148 or 6580	7110-00-902-8374
3	Chair, Desk, Type II, Style A	7110-01-017-3634	7110-01-017-3634
4	Chair, Guest	7110-00-149-2072 or 2073 •	7110-01-149-2072 •
			2073 •
	Chair, Guest		7110-01-149-1649 •
			1650 •
5	Table, Type II, 60" x 30"	7110-00-113-0507 or 0509	7110-00-958-0780

Space Category	ASSIGNMENT	Allowance # (Net Sq. Ft.)
o-1	Unit Supervisors in Grade GS-9, E8, WO, 01, or above, who supervise six or more employees	110

OPEN WORK STATION
O-1
110 Sq. Ft.

* Stocked by DSS-W. Other colors available on order.
** Restricted to Immediate Suites of Private Office categories P-1, P-2, P-3.

STANDARD FURNISHINGS



TYPICAL O-2 LAYOUTS

F.S. N.

ITEM NO.	DESCRIPTION	METAL FURNITURE	WOOD FURNITURE**
		<u>Black</u> <u>Parch</u>	
1	Desk, D Peal, 60"	7110-00-149-1626 or 1630	7110-00-958-0779
1A	Desk, L-Unit, 60" R Ped	7110-01-015-1362 or 1361	7110-00-721-9941
	Desk, L-Unit, 60" L Ped	7110-01-016-5642	7110-00-721-9940
	Desk, L-Unit, 60" L Ped	7110-01-021-3609	
2	L-Unit, CI 1, Style A (Clerical) R Att	7110- 01-016-7144or7147	7110-00-902-8375
	CI 1, Style 8 (Clerical) L Att	7110-01-016-7148 Or 6580	7110-00-902-8374
3	Chair, Desk, Type II, Style A	7110-01-017-3634	7110-01-017-3634
4	Chair, Guest	7110-00-149-2072 or 2073*	7110-00- 149-2072*
	Chair, Guest		7110-00-149-2073"
	Chair, Guest		71 10-DO-149-1649*
	Chair, Guest		7110-00-149-1650"
5	Table, Type II, 60" x 30"	7110-00-113-0507 or 0509	7110-00-958-0780

Space
Category

ASSIGNMENT

Allowance #
(Net Sq. Ft.)

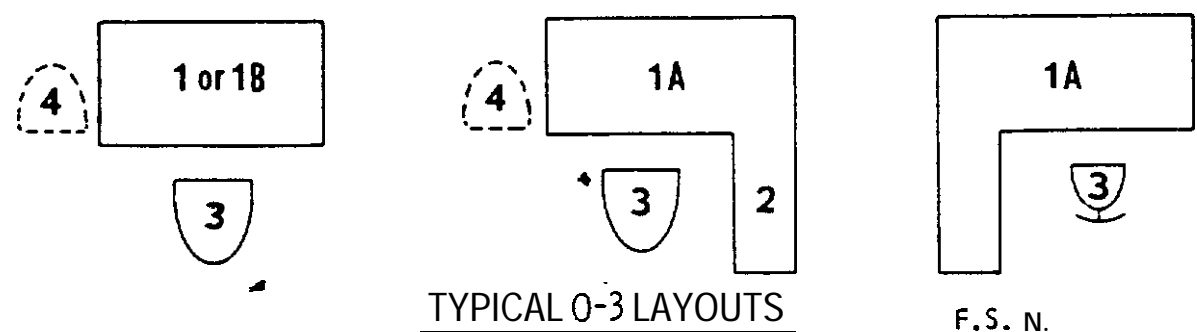
o-2 Professional and administrative personnel in Grade GS-7, E8, WO, 01, or above
Unit Supervisors in Grade GS-8, E7, or below, who supervise six or more employees

90

OPEN WORK STATION
0-2
90 Sq. Ft.

● Stocked by DSS-W. Other colors available on order.
● *Restricted to Immediate Suites of Private Office categories P-1, P-2, p-3.

STANDARD FURNISHINGS



ITEM NO.	DESCRIPTION	METAL FURNITURE		WOOD FURNITURE**
		Black	Parch	
1	Desk, D Peal, 60"	7110-00-149-1626	or 1630	7110-00-958-0779
1A	Desk, L-Unit, 60" R Ped	7110-01-015-1362	or 1361	7110-00-721-9941
	Desk, L-Unit, 60" L Ped	71 10-01-016-5642		7110-00-721-9940
1B	Desk, L-Unit, 60" L Ped	7110-01-021-	3609	
	Desk, Single Peal, 45" Rt Ped	7110-00-149-1624	or 1628	
2	Desk, Single Peal, 45" L Ped	7110-00-149-1625	or 1629	
	L-Unit, Cl 1, Style A (Clerical) R Att	7110-01-016-7146	or 7147	7110-00-902-8375
	Cl 1, Style B (Clerical) L Att	7110-01-016-7148	or 6580	71 10-00-%32-8374
	Cl 1, Style A (Secretarial) R Att	7110-01-016-8716		
	Cl 1, Style A (Secretarial) R Att	7110-01-017-	8950	
	Cl 1, Style B (Secretarial) L Att	7110-01-017-8770	8952	
	Cl 2, (Secretarial) R or L Att	7110-01-016-7662		
	Cl 2, (Secretarial) R or L Att	7110-01-017-	8951	
	Cl 3, Style A (Secretarial) R Att	7110-01-016-7663	or 8717	
	Cl 3, Style B (Secretarial) L Att	7110-01-016-8718	or 8719	
3	Chair, Desk, Type II, Style A	7110-01-017-3634		7110-01-017-3634
	Chair, Typist, Type IV, Style B	711 0-00-C00-0102		7110-00-000-0102
4	Chair, Guest	7110-00-149-2072	or 2073'	7110-00-149-2072'
	Chair, Guest			71 10-CC-1 49-2073"
	Chair, Guest			7110-00- 149-1 649*
	Chair, Guest			7110-00- 149-1 650*

Space Category	ASSIGNMENT	Allowance # (Net Sq. Ft.)
o-3	Clerical, stenographic, and all other personnel	60

OPEN WORK STATION
0-3
60 Sq. Ft.

● Stocked by DSS-W. Other colors available on order.
** Restricted to Immediate Suites of Private Office categories P-1, P-2, P-3.